
OPEN SYSTEMS® Accounting Software

Direct Deposit
User's Manual

2210.DD600

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Document Number 2210.DD60

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Contents

Introduction

General Information 1-3
Conventions 1-5
Text Menu 1-9
Graphical-Style Menus 1-13
Favorites Menu 1-23
Function Commands 1-27
Reports 1-35

Setting Up

Installing Direct Deposit 2-3
Work Flow 2-9

Payday Work

Calculate Checks 3-3
Manual Checks 3-7
Print Direct Deposit Vouchers 3-13
Create Direct Deposit File 3-17
Post Checks 3-21

Periodic Processing

Create Prenotification File 4-3

File Maintenance

Direct Deposit 5-3
Payroll Information 5-7
Tables 5-11

Master File Lists

Employee Direct Deposit Information 6-3

References

Conversion A-1
File Descriptions B-1
Function Keys C-1
Common Questions D-1

Index

Introduction 1

General Information 1-3
Conventions 1-5
Text Menu 1-9
Graphical-Style Menus 1-13
Favorites Menu 1-23
Function Commands 1-27
Reports 1-35

General Information

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user manual and other OSAS reference materials. If you need more information, consult a customer support representative.

The Structure of OSAS

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. To use OSAS, you must run Resource Manager through an operating system based on Microsoft® Windows™, Windows 95®, Windows NT®, UNIX®, or Novell® NetWare®. OSAS operates on LAN systems, across a web server using the OSAS Web program, and within a single computer. After you install Resource Manager, you can use it to install other applications, modify how each application works, and specify how the overall system operates.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

Direct Deposit Overview

Use Direct Deposit to set up and maintain an automatic method of depositing employee paychecks directly into the employee's bank accounts. You can distribute the employee's pay among as many as six accounts.

This user's manual explains enhancements made to Payroll functions and new functions that were introduced because of the Direct Deposit connection with Payroll. Only the Direct Deposit system enhancements and additions to Payroll are described in this user's manual. If a subject is mentioned in both manuals, this manual overrides the *Payroll User's Manual*. If you cannot find information in this user's manual, refer to the *Payroll User's Manual*.

Payday Work

After you have set up Payroll and Direct Deposit using the File Maintenance functions, you can use the Payday Work functions to enter and calculate checks, produce vouchers, and process direct deposit transactions at your bank.

Periodic Processing

Use the Create Prenotification File function on the Periodic Processing menu to create the file necessary for the bank to verify account numbers and routing codes.

File Maintenance

Use the File Maintenance functions to set up and maintain direct deposit information for your employees.

Master File Lists

Use the Employee Direct Deposit Information function to print employee direct deposit information.

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

This User’s Manual is divided into these sections, made up of several chapters:

- The “Introduction” provides an overview of this application and the OSAS system, including installation procedures, graphical and text-based application features, and function key references.
- “Installation” explains the steps necessary to begin using this application in your company, including how to install the application on your system.
- The last part of your manual is made of several chapters, each chapter describing a function group within this application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click*, *right-click*, *double click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or “select”, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

OSAS memory and disk space requirements vary according to the operating system you use and the size of your data file. Consult the *Resource Manager User's Manual* for more information.

Starting OSAS

To start OSAS on a Windows machine, double-click the OSAS icon on the desktop or in the appropriate folder.

To start OPEN SYSTEMS Accounting Software on a non-Windows machine, enter **osas** at the operating system prompt.

The command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to work with OSAS. On multiuser systems each terminal usually has a default ID that was assigned when the terminals were added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *lerxst*, specify that information to enter the system:

osas -t T2 **-c** B **-a** lerxst

You can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

Menu Conventions

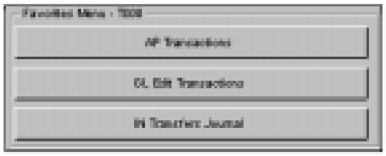
When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX or DOS, the Text menu appears. If you are using the Resource Manager for Windows, you can choose between the Text Menu, Graphical Menu, or Start Menu. In Windows, use the Workstation Configuration Defaults function in Resource Manager to select the style of menu you want displayed. The following pages describe how you use each of these types of menus.

Favorites Menu

The Favorites menu operates in the text-based format as well as in the graphical formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you have application entries in Transactions (Accounts Payable), Transfer Journals (Inventory), and Edit Transactions (General Ledger), rather than enabling each application menu by menu, you could set up a Favorites Menu where, with one press of the enter key or a click on the button, your application would be open for work.

Favorites Menu: Graphical Style

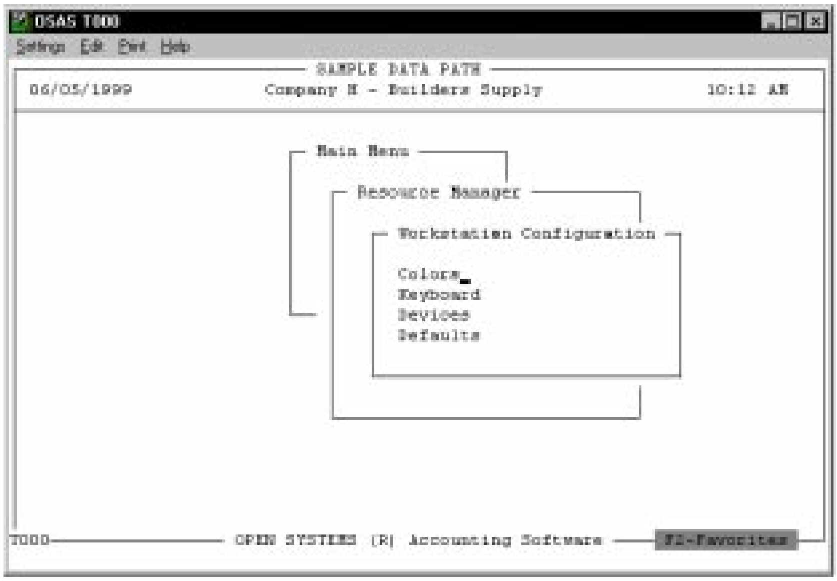


For Favorites Menu set up information, see page 1-23.

Text Menu

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu


OSAS T000
Settings Edit Print Help
SAMPLE DATA PATH
06/05/1999
Company H - Builders Supply
10:12 AM
Main Menu
Resource Manager
Workstation Configuration
Colors
Keyboard
Devices
Defaults
T000
OPEN SYSTEMS (R) Accounting Software
F2-Favorites

When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit** (**F7**) command to go to the operating system

Function Keys Used in the Text menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**), the **Jump** (**Tab**) commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	**Operation**
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Allows certain functions to be set up. Works only in certain applications. The application's user's manual will describe the function if necessary.
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.

Key	Operation
Shift + F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift + F2 (Application Info)	Displays information about the applications you have installed.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up Arrow Down Arrow	Move the cursor up or down through the menu selections.
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. Use this command to turn off the bell. To turn the bell back on, use this command again.

Graphical-Style Menus

There are two types of graphical-style menus to choose from. The standard Graphical menu features application buttons that resemble many Windows functions. The Start Main menu is named because of its functional resemblance to the Start menu in Windows 95 and Windows NT. Featuring graphical displays, access buttons for your installed applications, and allowing access to OSAS functions via both the mouse and function keys, both graphical-style menus allow you a greater selection of interaction with OSAS and your data.

Both graphical-style menus are available in a Windows environment only.

Much like the Text menu, when you select an application in either graphical menu, the application’s menu, presenting several related functions, is displayed beside the Main menu. Selecting a function leads you to a function screen or to another menu.

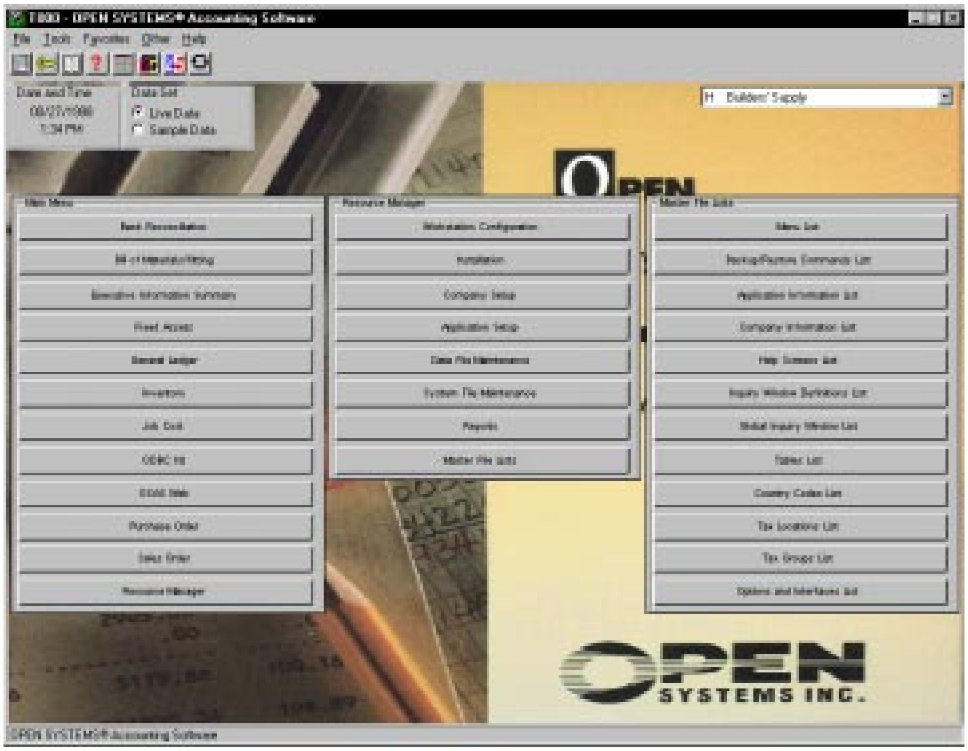
If you are using the Graphical menu, click the appropriate button with the mouse to select an application from the Graphical menu. To select a function from an application menu, click the function’s button with the mouse the same way as you do for an application.

If you choose the Start menu you can select applications from the Main menu in these ways:

- Use the arrow keys and press **Enter**
- Click the selection
- Hold the mouse over the selection

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on previous menus.

Graphical Main Menu


T800 - OPEN SYSTEMS® Accounting Software
File Tools Favorites Other Help
Date and Time
Data Set
Live Data
Sample Data
H Builders' Supply
Main Menu
Bank Reconciliation
Bill of Materials/Kitting
Executive Information Summary
Fixed Assets
General Ledger
Inventory
Job Cost
ODBC Kit
OSAS Web
Purchase Order
Sales Order
Resource Manager
Resource Manager
Workstation Configuration
Installation
Company Setup
Application Setup
Data File Maintenance
System File Maintenance
Reports
Master File Lists
Master File Lists
Menu List
Backup/Restore Commands List
Application Information List
Company Information List
Help Screens List
Inquiry Window Definitions List
Global Inquiry Window List
Tables List
Country Codes List
Tax Locations List
Tax Groups List
Options and Interfaces List
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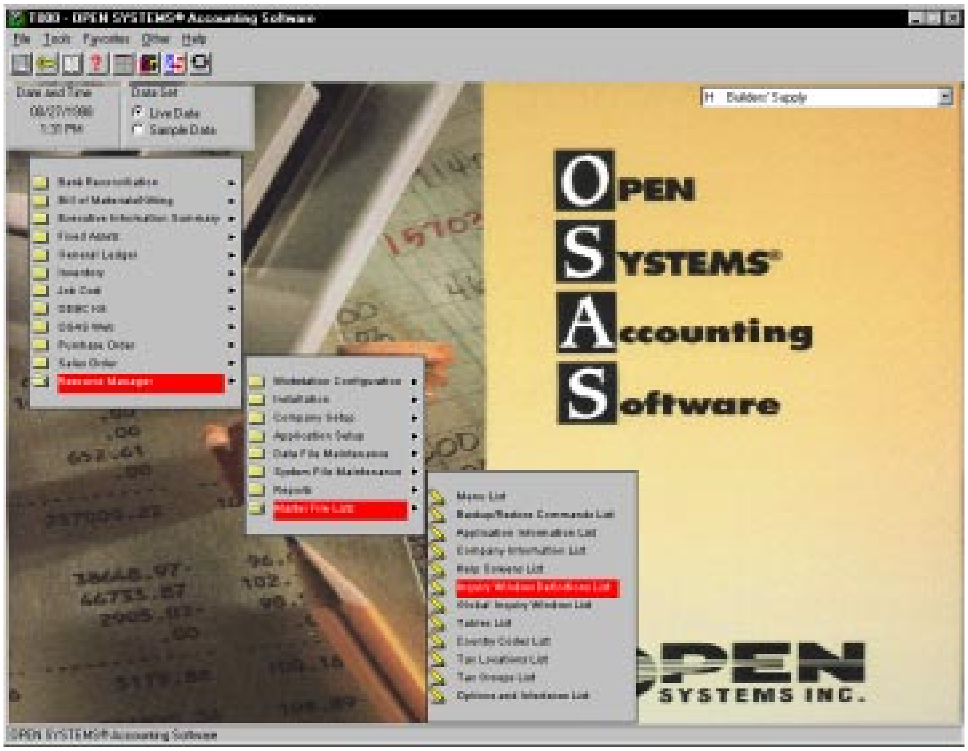
You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

Start Main Menu


T000 - OPEN SYSTEMS® Accounting Software
File Tools Favorites Other Help
Date and Time
08/27/1998
1:30 PM
Data Set
Live Data
Sample Data
H Builders' Supply
Bank Reconciliation
Bill of Materials/Kitting
Executive Information Summary
Fixed Assets
General Ledger
Inventory
Job Cost
OSBC Kit
OSAS Web
Purchase Order
Sales Order
Resource Manager
Workstation Configuration
Installation
Company Setup
Application Setup
Data File Maintenance
System File Maintenance
Reports
Master File Lists
Menu List
Backup/Restore Commands List
Application Information List
Company Information List
Help Screens List
Inquiry Window Definitions List
Global Inquiry Window List
Tables List
Country Codes List
Tax Locations List
Tax Groups List
Options and Interfaces List
OPEN SYSTEMS® Accounting Software
OPEN SYSTEMS INC.
OPEN SYSTEMS® Accounting Software

You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu item
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

Special Commands in Graphical menus

Right-click to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys.

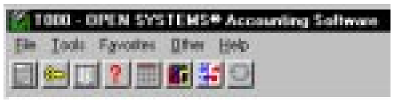
Key	**Operation**
F1 (Key Help)	Displays the list of Icons and Functions keys available to you.
F2 (Favorites Menu)	Displays the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.

Key	Operation
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Allows certain functions to be set up. Works only in certain applications. This application does not use an application setup function.
F10 (Change to Favorites)	Allows you to add to and delete from your Favorites menu. (works only with Start-style menu).
Right-click	Displays the a functions display box.
Shift + F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift + F2 (Application Info)	Displays information about the applications you have installed.

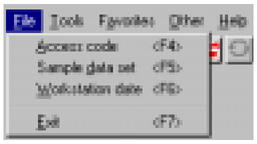
Window Title Bar Menus

When working using the graphical menus, you can use the pull-down menus and tool buttons (graphical icons) to access functions without using the function keys. While the function keys still work in the graphical menus, the menu bar and icons offers you a choice in how you access certain functions.

Using the mouse, move the cursor to the menu and click once, or, click on an icon for the function desired. Pictured below is the OSAS pull-down menu/icon selection.

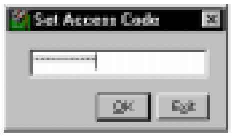


File Menu


File
Tools
Favorites
Other
Help
Access code <F4>
Sample data set <F5>
Workstation date <F6>
Exit <F7>

Command	Icon	Key	Result
Access code	🔑	F4	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		F5	Toggles between the Sample Data and the Live Data.
Workstation date	▦	F6	Displays the Workstation date dialog box. See Workstation Date dialog box below.
Exit		F7	Exits from OSAS

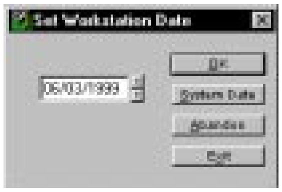
Access Code dialog box


Set Access Code
OK
Exit

1. Enter the access code.

2. Click **OK** to save your entry and return to the Main Menu or **Exit** to abandon the dialog box and return to the Main menu.

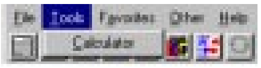
Workstation Date dialog box


Set Workstation Date
06/03/1999
OK
System Date
Abandon
Exit

1. Enter the date, or use the up/down buttons to increase or decrease the date.

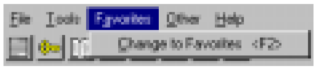
2. Select **OK** to change the workstation date, **System Date** to change the workstation date to match the operating system date, **Abandon** to exit without changing the date, or **Exit** to return to the Main menu.

Tools Menu


File
Tools
Favorites
Other
Help
Calculator

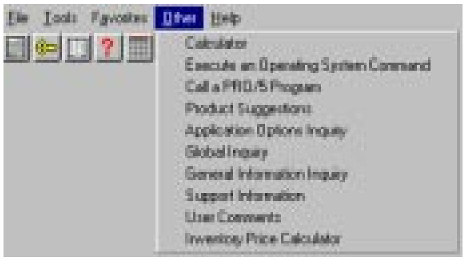
Command	Icon	Key	Result
Calculator	🖩		Displays the Windows calculator.

Favorites Menu


File
Tools
Favorites
Other
Help
Change to Favorites <F2>

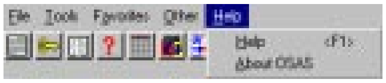
Command	Icon	Key	Result
Change to Favorites	🔄	F2	Displays the Favorites menu/Main menu. See *Favorites Menu* on page 1-23

Other Menu


File
Tools
Favorites
Other
Help
Calculator
Execute an Operating System Command
Call a PRO/5 Program
Product Suggestions
Application Options Inquiry
Global Inquiry
General Information Inquiry
Support Information
User Comments
Inventory Price Calculator

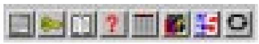
The Other menu contains a set of utilities. A calculator and Global Inquiry (which consolidates and presents data from other applications) are some of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about the utilities on the Other menu.

Help Menu

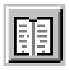
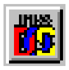
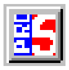

File
Tools
Favorites
Other
Help
Help
<F1>
About OSAS

Command	**Icon**	**Key**	**Result**
Help	?	F1	Displays the online help
About OSAS			Displays the About OSAS dialog box.

Toolbar Icons



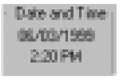
There are three icons on the toolbar that were not described above.

Icon	**Key**	**Result**
		Displays the Application Information dialog box.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See the *Resource Manager User's Manual*.

Other Graphical Screen Features

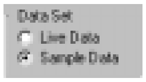
The graphical screens offer more than shortcuts to application functions. In version 6.0, you can, at a glance or with a mouse click, determine the date and time, switch between live and sample data, and switch between companies and their data sets.

Date and Time



The workstation date and time are displayed.

Data Set


Data Set
○ Live Data
● Sample Data

Check the Live Data radio button to work with live data. Check the Sample Data radio button to work with sample data.

Change Company Field

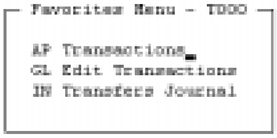
H Builders Supply

Select the company to change to.

Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the F2 button (or selecting the mouse pull-down menu).

Favorites Menu: Text Style



There are two ways you can set up your Favorites menu, depending on if you use the text-style menu or the graphical-style menus.

To set up the text-style Favorites menu, follow these steps:

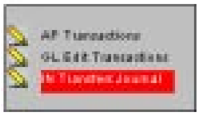
1. Move your cursor to the submenu or application that you want placed in the Favorites menu.
2. Press **F10**.

You can press **F2** to verify your selection was added to your Favorites menu.

To remove an application:

1. Press **F2** to display the Favorites menu.
2. Move your cursor to the submenu or application you want removed.
3. Press **F10**.

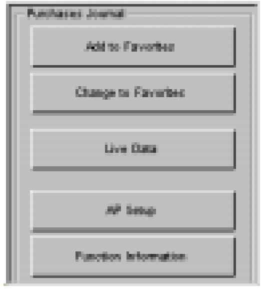
Favorites Menu: Start-Style


AP Transactions
GL Edit Transactions
IN Transfer Journal

To set up the graphical-style display (you can find an example of the graphical-style Favorites menu on page 1-8), follow these steps:

1. Position the cursor over the submenu or function you want placed into your Favorites menu.

2. Right-click on the function or submenu. The Favorites menu set up box (shown below) appears.


Purchases Journal
Add to Favorites
Change to Favorites
Live Data
AP Setup
Function Information

3. Click on Add to Favorites.

Screen Use

Screen	Description
Add to/Remove Favorites	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data	Switches between your sample data and your live data.
Setup	Clicking on this button or pressing F9 sets up the selected application. Setup works only in certain applications. If an application requires a setup function, you will find instructions in that application’s user’s manual.
Function Information	Displays information about the selected function.

Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**) and **Jump** (**Tab**) commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the commands window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 (Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.

Key	Operation
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift + F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or Down Arrow (Enter)	Move the cursor to the next field and accept the data entered.
Up Arrow	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl + V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in chapter 3. To turn the bell back on, use this command again.

Key	**Operation**
Ctrl + F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.
Ctrl + O (Show/hide function keys)	If this option is turned on, the applicable function keys are displayed on the screen. If this option is turned off, no keys are displayed.

Help Commands

When you use the **Help** (**F1**) command, three commands become available for you to use on help screens.

Key	**Operation**
F3 (Delete)	Delete the help screen contents. To recover a deleted help screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	**Operation**
Right Arrow	Move the cursor to the right.

Key	**Operation**
Left Arrow	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to clear the field.
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.

Inquiry Commands

When you use the **Inquiry** (**F2**) command, several other commands become available for you to use in the inquiry window.

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field before you use the **Inquiry** command. The inquiry list will start with *J* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.
Home	Move directly to the first item on file.
Down Arrow	Move down one item.
Up Arrow	Move up one item.
Ins (Look up)	Enter a string of information. If you have an idea of what you are looking for and the ID is longer than one character, you can make a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Search Commands

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Search** commands to search for information about items and select an item for entry in the field you are in.

Key	**Operation**
Shift + F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the “*****” and “**?**” wildcard characters to restrict or widen the search.
Shift + F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the “*****” and “**?**” wildcard characters to restrict or widen the search.
Shift + F5 (Detail Lookup)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Shift + F6 (Lot–Item Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the “*****” and “**?**” wildcard characters to restrict or widen the search.
Shift + F7 (Serial Number–Item Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the “*****” and “**?**” wildcard characters to restrict or widen the search.
Shift + F8 (Item Description Lookup)	Search for an item based on item description. When you enter the description, you can use the “*****” and “**?**” wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left Arrow	Move left one character.
Right Arrow	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.
Up Arrow/Down Arrow	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down Arrow	Move down one line item.
Up Arrow	Move up one line item.
PgUp	Move to the previous screen or to the first line if you are on the first screen.

Key	Operation
PgDn	Move to the next screen or to the last line if you are on the last screen.
Home	Move to the first line item in the entire list.
End	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.

- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3 . . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output Device

Report functions screens offer four output options: printer, file, screen, and end.

- When you need a hard copy of a report, select **P**, and either accept the printer that appears or enter the code for the printer you want to use.

  If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

  If you want to stop printing after it has begun, press **Ctrl** + **Break**.

- If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select **F**. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

- To preview the report—you must be using the Visual PRO/5 Interpreter and have a sysprint printer in your CONFIG.BBX file—select **R**.

  If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

  In the Printer dialog box that appears, select a sysprint printer and press **Enter**. The report is displayed on the screen.

- To view the report on the screen, select **S**. If the workstation default for compressed characters is *inactive*, the report is displayed in standard character mode. If the default is *active*, you can select standard mode or compressed mode. See your terminal documentation and the section on the termcap file in the *User's Reference Guide (PRO/5)*.

  If the message **End of Page** appears at the bottom of the report screen, you can press **Enter** to generate the next page of the report. If the message **End of Report** appears at the bottom of the report screen, you can press **Enter** to exit to the menu you selected the report from.

- If you need to change some selections before you produce the report, select **E** and then press **Enter**. To end the function and return to the menu without producing the report, select **E** and then use the **Exit** (**F7**) command.

Setting Up

2

Installing Direct Deposit 2-3
Work Flow 2-9

Installing Direct Deposit

You can put this version of Direct Deposit on the system in one of two ways: you can install a new system, or you can convert the old files and upgrade the system. To install Direct Deposit, use the Install Applications function in Resource Manager (see the *Resource Manager User's Manual*). To convert files and upgrade the system, see appendix A.

Before installing Direct Deposit, make sure that you are using Resource Manager version 5.21 and Payroll version 5.21, and that there are no unposted checks in Payroll. Both Payroll and Payroll State Tax Routines must be installed before you install Direct Deposit.

If you are using a version of Payroll prior to 5.21, use the Resource Manager Install Applications function to install Payroll 5.21. No special considerations are needed for Payroll when you use this function.

If you have made modifications to OSAS, contact your authorized reseller before proceeding with the installation.

To install Direct Deposit, follow these steps:

4. Use the Resource Manager Install Applications function to install Direct Deposit. When you install Direct Deposit, the system removes the Payroll application from the menu; the Payroll functions are now in Direct Deposit. After you install Direct Deposit, the Main menu with *Payroll with Direct Deposit* added appears.

5. Use the Resource Manager Create Data Files function to create DD data files for your system. Enter **No** at the following prompt: **Payroll data files exist. Do you want this task to erase them?**

Determining Options and Interfaces

To set up each company’s options and interfaces, use the Resource Manager Options and Interfaces function (see the *Resource Manager User’s Manual*). **DD** is the application ID.

Interfaces

Payroll with Direct Deposit has slightly different interfaces from Payroll, but you must set up the interfaces you want to use with Direct Deposit. You must have Payroll installed in order to use Direct Deposit.

Options

Your answers to the following questions determine how the system works and how information flows through it.

1. Toggle to **YES** or **NO** to indicate whether or not you want to interface Payroll/ Direct Deposit with General Ledger, Job Cost, and Bank Reconciliation.

   The interface options work independently of each other. You can respond to them with any combination of Ys and Ns.

2. Toggle to **YES** or **NO** to indicate whether or not you want to save Payroll transaction history. You cannot produce the Transaction History Report unless you save transaction history.

3. Toggle to **YES** or **NO** to indicate whether or not you want to save check history. You cannot produce the Check History Register or the 941 Report unless you save check history.

4. Toggle to **YES** or **NO** to indicate whether or not you want to post voided checks to the PACHxxx (Checks) file. These checks have been voided as a result of printing payroll checks, not as a result of using the Void Checks function.

5. Toggle to **YES** or **NO** to indicate whether or not you want to post voided checks to Bank Reconciliation. These checks have been voided as a result of printing payroll checks, not as a result of using the Void Checks function.

6. Toggle to **YES** or **NO** to indicate whether or not you want employees to accrue vacation and sick time automatically.

7. Toggle to **YES** or **NO** to indicate whether or not you want to use vacation and sick hours for accrual calculations.

8. Toggle to **FIRST** or **LAST** to indicate whether you want to print the first names of employees first on checks and in reports or whether you want to print last names first.

9. Toggle to **YES** or **NO** to indicate whether or not you want to print the company name on checks.

10. Toggle to **PREPRINTED**, **BLANK**, or **LASER** to indicate whether you want to print checks on preprinted forms, blank check stubs, or laser forms. If you use preprinted checks, the stub is printed first; if you use blank check stubs, the check is printed first.

11. Toggle to **YES** or **NO** to indicate whether or not you want to print the company name on direct deposit vouchers.

12. Toggle to **BLANK**, **LASER FORM**, or **PREPRINTED** to indicate whether you want to print vouchers on blank paper or preprinted forms.

13. Toggle to **BLANK** or **PREPRINTED** to indicate whether you want to use preprinted vouchers with blank stubs or preprinted stubs. If you use preprinted stubs, the stub is printed first; if you use blank stubs, the voucher is printed first. If you use laser vouchers, toggle to BLANK.

14. Toggle to **YES** or **NO** to indicate whether or not you want to use the time card calculator during entry of time tickets for hourly employees.

15. Toggle to **HOME** or **WORKED** to indicate whether you want to post employer-paid taxes and deductions to the employees' home department from the PAEGxxx (Employee General Information) file or the department(s) they worked in during the pay period.

Preparing Your Data

Follow these steps to prepare your data:

- Gather your bank information—routing codes, account numbers, and security codes for file transfers.

- Gather account information for your employees, such as account numbers and amounts/percentages to be allocated to various accounts.

Entering Your Data

When you set up Direct Deposit, gather and enter the information in the order below. As you complete the setup steps, use the Master File Lists functions to print the information you entered in each step; use the lists as references throughout the setup process.

1. Set up the Direct Deposit tables.

2. Set up employer bank information.

3. Enter direct deposit information for each employee who has direct deposit in the Direct Deposit function.

4. Create the prenotification file.

5. Send the prenotification file to your bank for approval. When you receive approval from the bank, use the Create Prenotification File function or the Direct Deposit function to mark direct deposit employees approved.

6. Set up access codes.

Direct Deposit Tables

Set up the DDTB file before you set up anything else. All companies use the DDTB file. You can set up company-specific tables in the DDTB file.

If you do not want to set up all the Payroll tables again in Direct Deposit, use your operating system to copy the PATB file to the DDTB file.

Employer Bank Information

Use the Employer Bank Information option in the Payroll Information function to enter the bank information necessary to process direct deposit transactions.

Direct Deposit

Use the Direct Deposit function on the File Maintenance menu to set up and maintain direct deposit transactions for employees. Have your bank routing codes and employee bank account numbers at hand for this step.

Prenotification File

Use the Create Prenotification File function on the Periodic Processing menu to set up a file to use as a trial run before you begin processing direct deposit transactions. Whenever an employee changes direct deposit information, you must process a new prenotification. You cannot produce a direct deposit voucher for an employee until a prenotification file has been sent to and received from your bank.

Back up your data files before using this function.

Access Codes

To restrict access to data files, menus, and functions that provide confidential information or are sensitive to change, use the Resource Manager Access Codes function to set up access codes on your system.

Access codes are company-specific. When you set up an access code for a user, the code is assigned to the company you are in.

After you set up your access codes, print a list of the codes and store it in a safe place.

Creating a Backup Schedule

Back up your Direct Deposit data files whenever they change and before you run these functions:

- Create Direct Deposit File
- Post Checks

Back up your programs once a month as insurance against diskette damage or deterioration.

Use the Backup function on the Resource Manager Data File Maintenance menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The Backup function backs up all the data files for a specified company in a data path at one time.

Work Flow

Your work flow is divided into daily and periodic tasks.

Daily Tasks

Depending on the size and nature of your company and your payroll, you might process your payroll once a month or every two weeks, or you might use manual checks weekly or daily to pay employees.

See the *Payroll User's Manual* to organize your Payroll tasks.

You must do the following tasks to process direct deposit transactions:

1. Calculate checks and manual checks.
2. Print checks and vouchers for employees.
3. Generate the Direct Deposit file.
4. Send or transmit the file to your bank.
5. Produce the Paycheck Received Report.
6. Post checks.
7. Produce the Check History Register.

Calculate Checks and Manual Checks

When you have finished posting payroll transactions, use the Calculate Checks or the Manual Checks function to create check information before you print checks or vouchers. When you use the Calculate Checks function, you can have the system calculate direct deposit transactions at the same time. When you use the Manual Checks function, you can choose to create a voucher for an employee.

Print Vouchers

After you have calculated checks or created manual checks, use the Print Direct Deposit Vouchers function to produce vouchers for employees whose pay is directly deposited.

Generate and Transmit Direct Deposit File

Use the Create Direct Deposit File function to generate the ACH (Automated Clearing House) file you will send to the bank. Contact your company's bank to determine whether the file should be transmitted by modem or on a diskette. Back up this file on a diskette each time you process your payroll, and keep a copy of the ACH File Report.

Batching

You can process multiple payrolls in a pay period for transmittal to the bank on the same day. Banks refer to this process as batching. Each direct deposit file you transmit must have a unique batch number. When you process several payroll batches in a working day, the system increments the batch number. If you process one or more additional batches on different working days before sending your direct deposit transactions to the bank, the system begins numbering batches starting at 00000001 again. This may result in different batches with the same number. To edit the batch number, use the Employer Bank Information screen in the Payroll Information function.

For example, if you process batches 1, 2, and 3 on Monday and process another batch on Tuesday, you must change Tuesday's batch number to 4.

Note

Note: You can have only one batch for each ACH file.

Print Paycheck Received Report

Produce a Paycheck Received Report to see which employees are scheduled to be paid for the pay period. The report shows which employees receive vouchers and which receive checks.

Post Checks

Before posting checks, you must create the Direct Deposit file.

If Direct Deposit is interfaced with Bank Reconciliation, a direct deposit transaction is posted to the BRTRxxx (Bank Reconciliation Transactions) file, along with the disbursement entries for the regular checks.

Print Check History Register

Produce the Check History Register as a record of earnings, deductions, withholdings, cash disbursements, and amounts that have been directly deposited, along with voucher numbers.

Periodic Tasks

You must do the following tasks periodically:

1. Create the Prenotification file.
2. Print selected reports and lists.

Create Prenotification File

Use the Create Prenotification File function whenever your company needs to add or change information for employees on direct deposit. Only employee records that have been added or changed since the last time you used this function are included in the new file, unless you choose to resend all prenotifications.

You must send the prenotification file to and receive approval from the bank before you can process direct deposit transactions for employees.

Print Selected Reports and Lists

Periodically you will print selected reports and lists to review information about your payroll and direct deposit information. Use the functions on the Payday Reports and Posting submenu of the Payday Work menu, the Payroll Reports menu, the Personnel Reports menu, the Periodic Processing menu, and the Master File Lists menu.

Payday Work

3

Calculate Checks 3-3
Manual Checks 3-7
Print Direct Deposit Vouchers 3-13
Create Direct Deposit File 3-17
Post Checks 3-21

Calculate Checks

Features

Use the Calculate Checks function on the Payday Work menu to calculate direct deposit transactions at the same time you calculate checks.

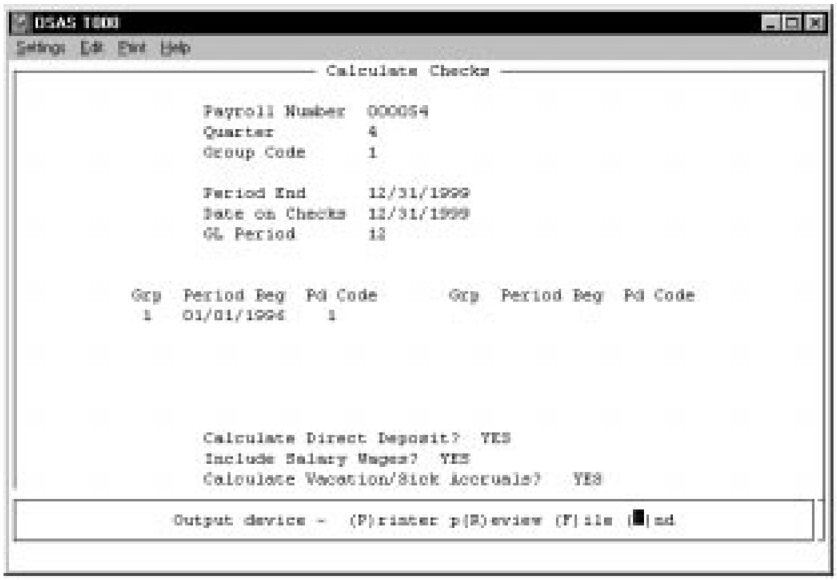
Reports

A sample log is on page 3-6.

Screen Use

Screen	Description
Calculate Checks	Use the Calculate Checks screen to select the information for building the PACHxxx (Checks) file in preparation for check printing and direct deposit processing.

Calculate Checks Screen



```
                        Calculate Checks

        Payroll Number   000054
        Quarter          4
        Group Code       1

        Period End       12/31/1999
        Date on Checks   12/31/1999
        GL Period        12


   Grp  Period Beg  Pd Code      Grp  Period Beg  Pd Code
    1   01/01/1996    1




        Calculate Direct Deposit?  YES
        Include Salary Wages?  YES
        Calculate Vacation/Sick Accruals?   YES

      Output device -  (P)rinter p(R)eview (F)ile (█)nd
```

Field Definitions

Field Name	Description
Payroll Number	The payroll number from the Payroll Control table is displayed.
Quarter	The quarter from the Payroll Control table is displayed.
Group Code	Enter the codes for the groups of employees you want to calculate checks and prepare direct deposit processing for.
Period End	Enter the date the payroll period ends.
Date on Checks	Enter the date you want printed on the checks and vouchers.
GL Period	Accept the displayed period to post the checks and vouchers to, or enter a different period.

Field Name	**Description**
Grp	The group codes you entered above are displayed.
Period Beg	For each group code you entered above, accept the displayed date, or enter a different date for the start of the pay period.
Pd Code	For each group code you entered above, enter the period code (**1**–**5**), which indicates when and how each scheduled deduction is taken, or enter **6** to skip deductions.
Calculate direct deposit?	Enter **Y** to include direct deposit transactions in the checks calculations. Enter **N** to exclude direct deposit transactions and to produce checks for all employees. If you enter N, paychecks will be produced for employees whose paychecks are normally directly deposited.
Include salary wages?	Enter **Y** to include salary wages in the calculation for the group codes entered; enter **N** to exclude the wages.
Calculate vacation/sick accruals?	Enter **Y** or **N** to indicate whether or not you want the system to calculate vacation and sick accruals.

Command Bar Definitions

Command	**Description**
Printer	Select **P** to send the log to a printer.
File	Select **F** to send the log to a file.
End	Select **E** to change your selections or exit to the Payday Work menu.

Saving and Exiting

After the log is produced, the Payday Work menu appears.

Calculate Checks Log

```
12/21/1999                                           Builders Supply                                                Page
1
2:43 PM                                                   Calculate Checks


Group Code   1

Period End     12/31/1999
Date on Checks 12/31/1999
GL Period      12

Grp  Period Beg  Pd Code       Grp  Period Beg  Pd Code
 1   01/01/1996    1




   Calculate Checks Totals
SAL  Salaried Wage                                  23050.00

Gross Pay                                           23050.00
Net Pay - Checks                                    15473.41
Number of Employees                                        4
Number of Checks                                           2
Number of Vouchers                                         3

End of Report
```

Manual Checks

Features

Use the Manual Checks function on the Payday Work menu to prepare manual checks and vouchers for direct deposit.

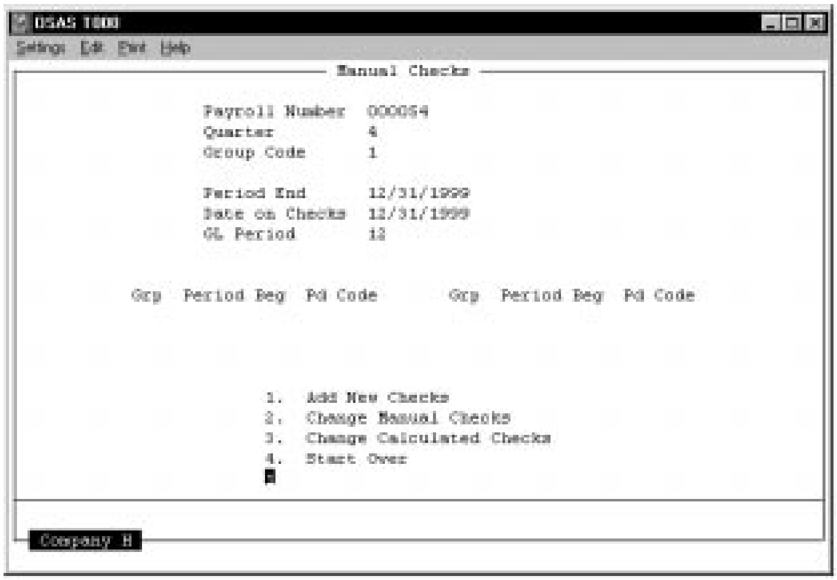
Reports

No report is associated with this function.

Screen Use

Screen	**Description**
Manuals Checks	Use the Manual Checks screen to select the information for building the PACHxxx (Checks) file in preparation for check printing and direct deposit processing.
Manual Checks Page 1	Use the Manual Checks Page 1 screen to enter and edit earning codes for manual checks, to change or delete unposted manual checks, or to create or clear a direct deposit voucher.

Manual Checks Screen



```
                              Manual Checks

                Payroll Number  000054
                Quarter         4
                Group Code      1

                Period End      12/31/1999
                Date on Checks  12/31/1999
                GL Period       12


         Grp  Period Beg  Pd Code       Grp  Period Beg  Pd Code



                      1.   Add New Checks
                      2.   Change Manual Checks
                      3.   Change Calculated Checks
                      4.   Start Over
```

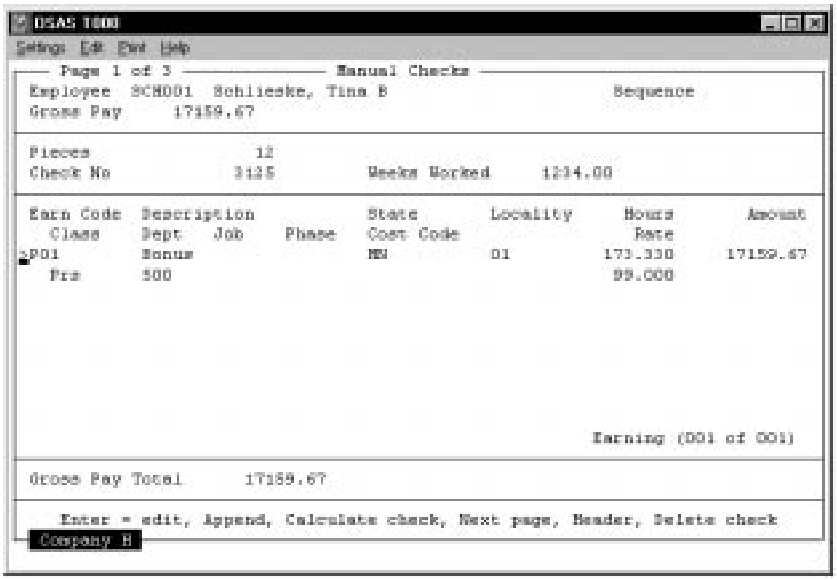
If no manual checks are on file, the cursor is in the Group Code field. If manual checks are on file, the cursor is at the bottom of the screen.

Field Definitions

Field Name	**Description**
Payroll Number	The payroll number is displayed from the Payroll Tables file.
Quarter	The current payroll quarter is displayed from the Payroll Control table.
Group Code	Enter the codes for the groups of employees you want to calculate checks and prepare direct deposit processing for.
Period End	Enter the date the payroll period ends.
Date on Checks	Enter the date you want printed on the checks.

Field Name	Description
GL Period	Accept the displayed period to post the entries to, or enter a different period.
Grp	The group codes you entered above are displayed.
Period Beg	For each group code you entered above, accept the displayed date, or enter a different date for the start of the pay period.
Pd Code	For each group code you entered above, enter the period code (**1**–**5**), which indicates when and how each scheduled deduction is taken, or enter **6** to skip deductions.
Options	Enter **1** to enter a manual check, **2** to change a manual check that is on file, **3** to change a calculated check, or **4** to erase the manual checks that are on file and then enter new manual checks.
Checks are already on file. Do you want to start over?	This prompt appears if you have entered checks for the group. Enter **N** if you do not want the checks on file to be erased. Enter **Y** only if you are sure that you do not need the paychecks on file.

Manual Checks Page 1 Screen



```
─── Page 1 of 3 ───────────── Manual Checks ─────────────────────────
 Employee  SCH001  Schlieske, Tina B                     Sequence
 Gross Pay     17159.67

 Pieces              12
 Check No          3125        Weeks Worked     1234.00

 Earn Code  Description           State      Locality     Hours      Amount
   Class    Dept   Job   Phase    Cost Code                Rate
>P01        Bonus                 MN         01         173.330    17159.67
   Prs      500                                          99.000

                                                  Earning (001 of 001)

 Gross Pay Total     17159.67

   Enter = edit, Append, Calculate check, Next page, Header, Delete check
 Company H
```

Field Definitions

Field Name	**Description**
Employee	Enter the ID of the employee the check is for.
Sequence	If you entered two checks for the employee, the Employee field changes to Sequence; use the **Inquiry** (**F2**) command to select the check you want to change. You can use the **Delete** (**F3**) command twice to delete the check.
Gross Pay	The employee’s gross pay for the check is displayed.
Pieces	If applicable, enter the number of pieces the employee is being paid for.

Field Name	Description
Check No	If you are entering the check after it was issued, enter the number of the check you issued to the employee. If you do not enter a check number, check numbers are assigned automatically when you print checks.
Create voucher?	This prompt appears if you are entering a check for an employee with direct deposit. If you want to create a voucher for direct deposit, enter **Y**. If you want to issue a check for the entire amount of the transaction, enter **N**.
Clear voucher?	This prompt appears if you are editing a voucher. If you want to issue a check for the entire amount of the transaction, enter **Y**. If you want to create a voucher for direct deposit, enter **N**.
Weeks Worked	Enter the number of weeks the employee worked.

Command Bar Definitions

Command	Description
Enter = edit	Press **Enter** to edit an earning code.
Append	Press **A** to append an earning code.
Calculate check	Press **C** to calculate a check.
Next page	Press **N** to go to the next page of line items.
Header	Press **H** to go to the header for the transaction.
Delete check	Press **D** to delete the check.

Saving and Exiting

To save your work and proceed to the next page of line items, press **N**. To exit to the Payday Work menu, use the **Exit** (**F7**) command.

Print Direct Deposit Vouchers

Features

Use the Print Direct Deposit Vouchers function on the Payday Work menu to print the direct deposit pay vouchers you created in the Calculate Checks and the Manual Checks functions.

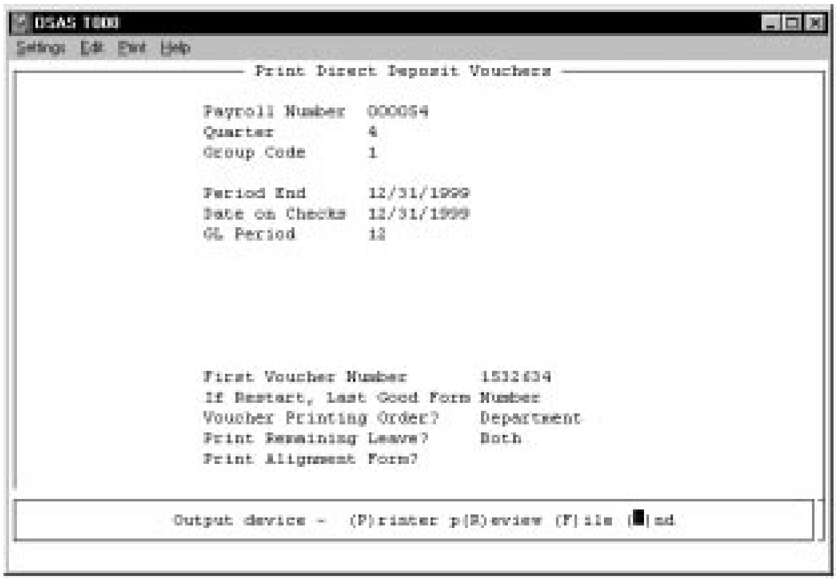
Reports

A sample voucher is on page 3-16.

Screen Use

Screen	**Description**
Print Direct Deposit Vouchers	Use the Print Direct Deposit Vouchers screen to specify how you want the vouchers to be printed.

Print Direct Deposit Vouchers Screen



```
                    Print Direct Deposit Vouchers

              Payroll Number  000054
              Quarter         4
              Group Code      1

              Period End      12/31/1999
              Date on Checks  12/31/1999
              GL Period       12





              First Voucher Number       1532634
              If Restart, Last Good Form Number
              Voucher Printing Order?    Department
              Print Remaining Leave?     Both
              Print Alignment Form?

        Output device -  (P)rinter p(R)eview (F)ile (█)nd
```

Field Definitions

Field Name	**Description**
Payroll Number	The payroll number you entered in the Calculate Checks or the Manual Checks function is displayed.
Quarter	The quarter you entered in the Calculate Checks or the Manual Checks function is displayed.
Group Code	The group code you entered in the Calculate Checks or the Manual Checks function is displayed.
Period End	The period ending date you entered in the Calculate Checks or the Manual Checks function is displayed.
Date on Checks	The date you printed on the checks in the Calculate Checks or the Manual Checks function is displayed.

Field Name	Description
GL Period	The general ledger period the checks are posted to from the Calculate Checks or the Manual Checks function is displayed.
First Voucher Number	Accept the displayed voucher number, or enter a different voucher number.
If Restart, Last Good Form Number	If you are reprinting vouchers, enter the number of the last voucher that was printed correctly.
Voucher printing order?	Select **E** to print vouchers by employee ID, **C** to print by check location, or **D** to print by department.
Print remaining leave?	Select **V** to print remaining vacation leave on the vouchers, **S** to print remaining sick leave, **B** to print both, or **N** to print neither.
Print alignment form?	Enter **Y** or **N** to indicate whether or not you want to print an alignment form.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the vouchers to a printer.
File	Select **F** to send the vouchers to a file.
End	Select **E** to change your selections or exit to the Payday Work menu.

Saving and Exiting

After the vouchers and the log are printed, the Payday Work menu appears.

Direct Deposit Voucher

```
                     D I R E C T   D E P O S I T   V O U C H E R
             Builders Supply
             6477 City West Parkway
             Eden Prairie, MN 55344



                     Direct Deposit Account Distribution    12/31/99

Chk Acct 234989834982934       150.25   Sav Acct 983997577485875       200.00



        Linda C Bourne                                 Paycheck     7149.75
        501 N Hamilton Ave
        Edina, MN  55435






          Builders Supply
EMP NO/DEPT   EMPLOYEE NAME     SSN         PER BEG  PER END         VC NO.
BOU001 500    Bourne, Linda C   459-30-1099 12/15/99 12/31/99         1407

Earnings     HRS/UNITS Curr Amt      YTD      Deductions   Curr Amt     YTD
Salaried Wag  173.330    7500.00    7500.00   Federal WH         .00    5624.45
Bonus           .000        .00     750.00   Emplye Medic       .00     447.82
Cash Value      .000        .00     133.82   Emplye OASDI       .00    1914.80
Regular Pay     .000        .00   29738.00   MN W/H             .00    2043.61
Vacation Pay    .000        .00     262.00   Medical Ins        .00      42.24
                                              Dental  Ins        .00      14.08
                                              United Way         .00     308.84
                                              Credit Union       .00     200.00
                                              401K               .00    1389.77
                                              Stock Plan         .00     525.00
Vac Remaining   119.500
Sick Remaining   96.000

Pay Rate     Curr Earn    Curr Ded   Net Pay     YTD Earn   YTD Ded YTD Net Pay
                7500.00        .00    7500.00    38383.82   12510.61  25771.94

             TOTAL GROSS             7500.00
             TOTAL NET-VOUCHERS       350.25
             NO. OF VOUCHERS            1

End of Report
```

Create Direct Deposit File

Features

Use the Create Direct Deposit File function on the Payday Reports and Posting submenu of the Payday Work menu to create an ACH (Automated Clearing House) file. The ACH file contains all the direct deposit transaction information for your employees. After you have created the ACH file, send it to your company's bank.

You cannot create this file if you are using last-year data or if employer bank information has not been set up.

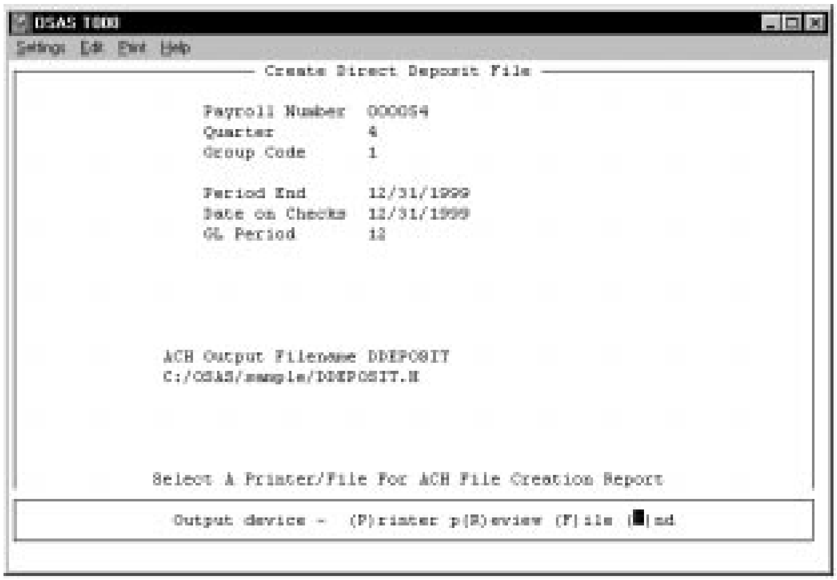
Reports

A sample ACH File Creation Report is on page 3-20.

Screen Use

Screen	**Description**
Create Direct Deposit File	Use the Create Direct Deposit File screen to enter the ACH output filename.

Create Direct Deposit File Screen



```
Create Direct Deposit File

Payroll Number  000054
Quarter         4
Group Code      1

Period End      12/31/1999
Date on Checks  12/31/1999
GL Period       12



ACH Output Filename DDEPOSIT
C:/OSAS/sample/DDEPOSIT.H



Select A Printer/File For ACH File Creation Report

Output device -  (P)rinter p(R)eview (F)ile (█)nd
```

Field Definitions

Field Name	Description
Payroll Number	The payroll number you entered in the Calculate Checks or the Manual Checks function is displayed.
Quarter	The quarter you entered in the Calculate Checks or the Manual Checks function is displayed.
Group Code	The group code you entered in the Calculate Checks or the Manual checks function is displayed.
Period End	The period ending date you entered in the Calculate Checks or the Manual Checks function is displayed.
Date on Checks	The date you printed on the checks in the Calculate Checks or the Manual Checks function is displayed.

Field Name	Description
GL Period	The general ledger period the checks are posted to from the Calculate Checks or the Manual Checks function is displayed.
ACH Output Filename	Enter the output filename. The system appends your company ID to the filename. The path for the ACH file is displayed.
Warning File Exists—Overwrite?	Enter **Y** or **N** to indicate whether or not you want to overwrite the existing direct deposit file.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the report to a printer.
File	Select **F** to send the report to a file.
End	Select **E** to change your selections or exit to the Payday Reports and Posting submenu.

Saving and Exiting

After the report is produced, the Payday Reports and Posting submenu appears.

ACH File Creation Report

```
01/04/1999                                                Builders Supply                                             PAGE    1
10:20 AM                                              ACH File Creation Report
                                   File C:/OSAS51/sample/   Batch: 0000001   Pay Date 12/31/1999

Empl ID   Employee Name                             Type      Account Number      Routing Code      Amount
------------------------------------------------------------------------------------------------------------------------------------
BOU001    Bourne, Linda                             Checking  234989834982934     000133333         150.25
                                                    Savings   983997577485875     000133333         200.00
                                                                                                    350.25

GER001    Gerard, Timothy                           Checking  54353355345335333   000000013         413.92
                                                    Savings   53453353453535353   000000013         413.92
                                                    Savings   54353434535345333   000000013         413.92
                                                    Savings   53453353535343353   055000165         413.92
                                                    Checking  53535345353533334   055000165         413.92
                                                    Checking  54353535353345333   055000165        2069.57
                                                                                                   4139.17

LUK001    Lukas, George                             Savings   569885623           000000026        1654.91
                                                    Checking  232134641           000000026         551.63
                                                                                                   2206.54

BOU001    Bourne, Linda                             Checking  234989834982934     000133333         150.25
                                                    Savings   983997577485875     000133333         200.00
                                                                                                    350.25

Total Amount Debited to Company Bank Account:                 192839182939128     000133333        7046.21
Total Number of Transactions  12


*** End of Report ***
```

Post Checks

Features

Use the Post Checks function on the Payday Reports and Posting submenu of the Payday Work menu to post checks and clear and update files. You must use the Create Direct Deposit File function before you can post.

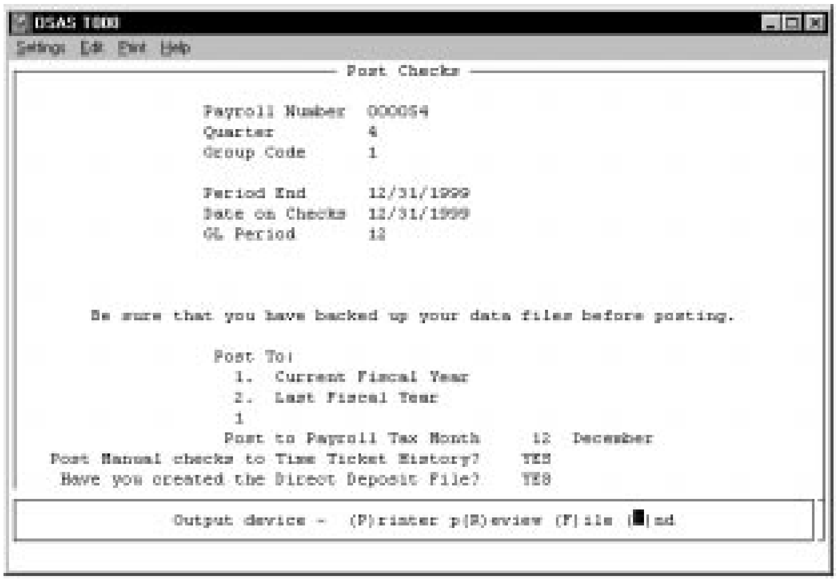
Reports

A sample posting log is on page 3-25.

Screen Use

Screen	Description
Post Checks	Use the Post Checks screen to select the year and month you want to post to and to verify that necessary tasks have been completed before posting.

Post Checks Screen



```
                          Post Checks

                 Payroll Number  000054
                 Quarter         4
                 Group Code      1

                 Period End      12/31/1999
                 Date on Checks  12/31/1999
                 GL Period       12



       Be sure that you have backed up your data files before posting.

                  Post To:
                    1.  Current Fiscal Year
                    2.  Last Fiscal Year
                    1
                   Post to Payroll Tax Month     12  December
   Post Manual checks to Time Ticket History?    YES
    Have you created the Direct Deposit File?    YES

             Output device -  (P)rinter p(R)eview (F)ile (█)nd
```

Field Definitions

Field Name	Description
Payroll Number	The payroll number you entered in the Calculate Checks or the Manual Checks function is displayed.
Quarter	The quarter you entered in the Calculate Checks or the Manual Checks function is displayed.
Group Code	The group code you entered in the Calculate Checks or the Manual Checks function is displayed.
Period End	The period ending date you entered in the Calculate Checks or the Manual Checks function is displayed.
Date on Checks	The date you printed on the checks in the Calculate Checks or the Manual Checks function is displayed.

Field Name	Description
GL Period	The general ledger period the checks are posted to from the Calculate Checks or the Manual Checks function is displayed.
Bank Account	If Direct Deposit is interfaced with Bank Reconciliation, accept the displayed bank account to debit, or enter a different account.
Post To	If Direct Deposit is interfaced with General Ledger and the system detects general ledger last-year files, select **1** to post to the current fiscal year or **2** to post to the previous fiscal year.
Post to Payroll Tax Month	Accept the displayed month, or enter a different month to post to.
Post manual checks to time ticket history?	If you want to post manual checks to time ticket history, enter **Y**; if not, enter **N**.
Have you created the direct deposit file?	If you have created the direct deposit file, enter **Y**; if not, enter **N**.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the posting log to a printer.
File	Select **F** to send the posting log to a file.
End	Select **E** to change your selections or exit to the Payday Reports and Posting submenu.

Saving and Exiting

After the log is produced, the Payday Reports and Posting submenu appears.

Posting Log

```
01/04/1999                      Builders Supply                PAGE    1
10:22 AM                          Post Checks
Description               GL Account                Debit             Credit
--------------------------------------------------------------------------------

Medical Ins               5350                                          42.24
Dental  Ins               5350                                          14.09
United Way                2040                                         175.00
Credit Union              9999                                          50.00
401K                      2050                                         487.50
Parking                   8010                                           5.00
Stock Plan                2050                                         100.00
Emplyr Medicare           2032                                         334.23
Emplyr OASDI              2032                                       1,429.10
Federal WH                2030                                       3,586.03
Emplye Medicare           2032                                         334.23
Emplye OASDI              2032                                       1,429.10
MN Unemp Ins              2037                                       3,526.80
MN W/H                    2034                                       1,353.40
Net Cash Entry            100000                                    22,973.41
Hold. Acct Salaried Wage  2020                  30,550.00
Emplyr Medicare           5300                     334.23
Emplyr OASDI              5300                   1,429.10
MN Unemp Ins              5300                   3,526.80
                                        ---------------------------------------
GL Balance - Period 12                          35,840.13          35,840.13

Posted to Bank Account FNB001                                      22,973.41

End of Report
```

Periodic Processing

4

Create Prenotification File 4-3

Create Prenotification File

Features

Use the Create Prenotification File function on the Periodic Processing menu to create the file necessary for your bank to verify account numbers and routing codes in a trial run. You cannot produce vouchers until you receive approval from your bank.

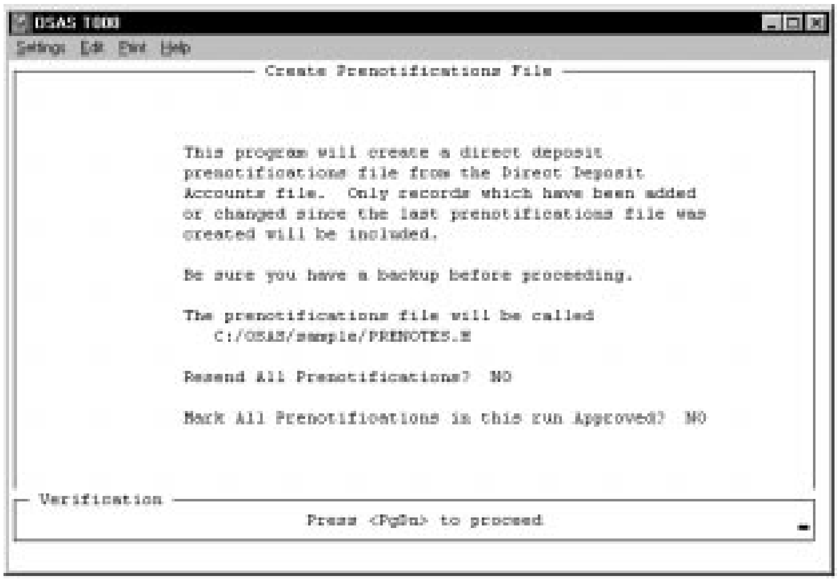
Reports

No report is associated with this function.

Screen Use

Screen	Description
Create Prenotification File	Use the Create Prenotification File screen to select and approve prenotifications.

Create Prenotification File Screen



```
This program will create a direct deposit
prenotifications file from the Direct Deposit
Accounts file.  Only records which have been added
or changed since the last prenotifications file was
created will be included.

Be sure you have a backup before proceeding.

The prenotifications file will be called
   C:/OSAS/sample/PRENOTES.E

Resend All Prenotifications?  NO

Mark All Prenotifications in this run Approved?  NO
```

```
Press <PgDn> to proceed
```

Field Definitions

Field Name	Description
The Prenotification File Will Be Called	The path for the prenotification file is displayed. The system appends your company ID to the filename.
Resend all prenotifications?	Enter **NO** if you are sending the prenotification file for employees who have been added or changed. Enter **YES** if you want to resend the prenotification file for all employees.

Field Name	Description
Mark all prenotifications in this run approved?	To mark all employees in the prenotification run approved, enter **Y**. The system then sets the Prenote In field in the File Maintenance Direct Deposit function to *YES*. Entering Y here saves you from having to update employees individually in the Direct Deposit function. If you do not want to mark all employees in the run approved until you receive a reply from the bank and then update the information through the File Maintenance Direct Deposit function, enter **N**.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

To create the prenotification file, use the **Proceed** (**PgDn**) command. After the file is created, the Periodic Processing menu appears.

File Maintenance

5

Direct Deposit 5-3
Payroll Information 5-7
Tables 5-11

Direct Deposit

Features

Use the Direct Deposit function on the File Maintenance menu to set up and maintain direct deposit transactions for employees who want their net pay to be directly deposited into their bank accounts.

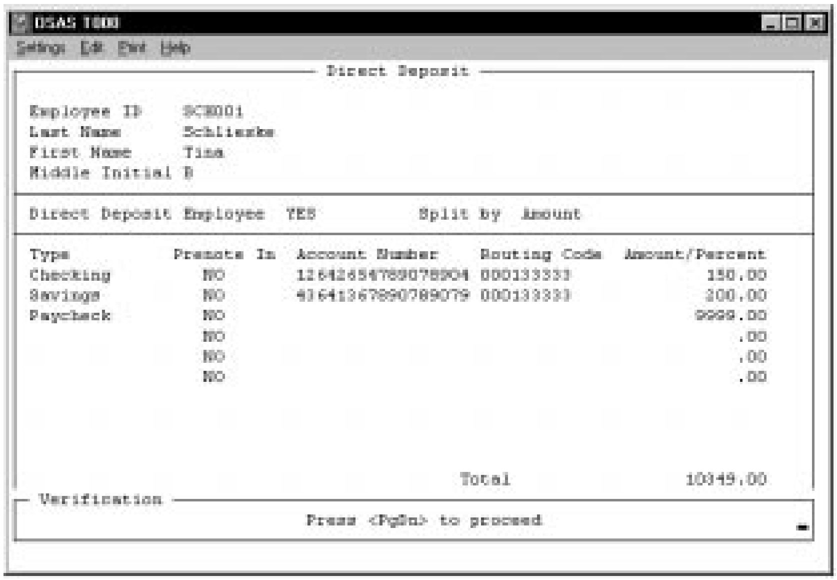
Reports

No report is associated with this function.

Screen Use

Screen	Description
Direct Deposit	Use the Direct Deposit screen to enter account numbers, routing codes, and amounts for direct deposit employees.

Direct Deposit Screen



```
                              Direct Deposit

Employee ID    SCH001
Last Name      Schlieske
First Name     Tina
Middle Initial B

Direct Deposit Employee  YES          Split by  Amount

Type           Prenote In  Account Number    Routing Code  Amount/Percent
Checking          NO       12642654789078904 000133333           150.00
Savings           NO       43641367890789079 000133333           200.00
Paycheck          NO                                            9999.00
                  NO                                               .00
                  NO                                               .00
                  NO                                               .00

                                          Total                10349.00
Verification
                        Press <PgDn> to proceed
```

Field Definitions

Field Name	Description
Employee ID	Enter the ID of the employee whose direct deposit transaction record you want to add or change.
Last Name	The employee’s last name is displayed.
First Name	The employee’s first name is displayed.
Middle Initial	The employee’s middle initial is displayed.
Direct Deposit Employee	If you want to set up the employee for direct deposit transactions, enter **Y**; if not, enter **N**.
Split By	Select **A** if the employee’s net pay is to be divided by monetary amounts. Select **P** if the employee’s net pay is to be divided by percentages.

Field Name	Description
Type	Select **C** if the account type is a checking account, **S** if the account type is a savings account, or **P** if the account type is a paycheck.
Prenote In	If the bank has notified you that the prenotification file was successfully received for the employee, enter **Y**; the employee's record is ready for direct deposit transactions. If the bank has not notified you about a successful prenotification file transfer or if you have not yet sent the prenotification file for the employee, enter **N**; a voucher will not be created for the employee.
Account Number	Enter the employee's bank account number. If you change this field in an existing direct deposit record, the Prenote In field changes to *No*. A new prenotification file must be processed before direct deposit transactions can be processed for the employee. You can enter six accounts for each employee.
Routing Code	Enter the employee's bank routing code. If you change this field in an existing direct deposit record, the Prenote In field changes to *No*. A new prenotification file must be processed before direct deposit transactions can be processed for the employee.
Amount/Percent	If the employee's direct deposit transaction is divided by amount, enter the net amount of the employee's pay that will be directly deposited into each of the specified bank accounts. If any net pay remains after having been distributed to the employee's accounts, the system applies the remaining pay to the last authorized account. If the employee wants a fixed amount deposited and a balance remains (as a result of working overtime, for example), enter **99999.99** in the Amount/Percent field on the Paycheck line. The system then generates a check for the employee for the balance not directly deposited. If the employee's direct deposit transaction is divided by percentages, enter the percentage of the employee's pay that will be directly deposited into each of the specified bank accounts. The sum of the percentages you enter must be 100.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

To save your entries, use the **Proceed** (**PgDn**) command. To exit to the File Maintenance menu, use the **Exit** (**F7**) command.

Payroll Information

Features

Use the Employer Bank Information option in the Payroll Information function on the File Maintenance menu to identify your company's bank name, routing code, account number, and ACH security code for file transfers.

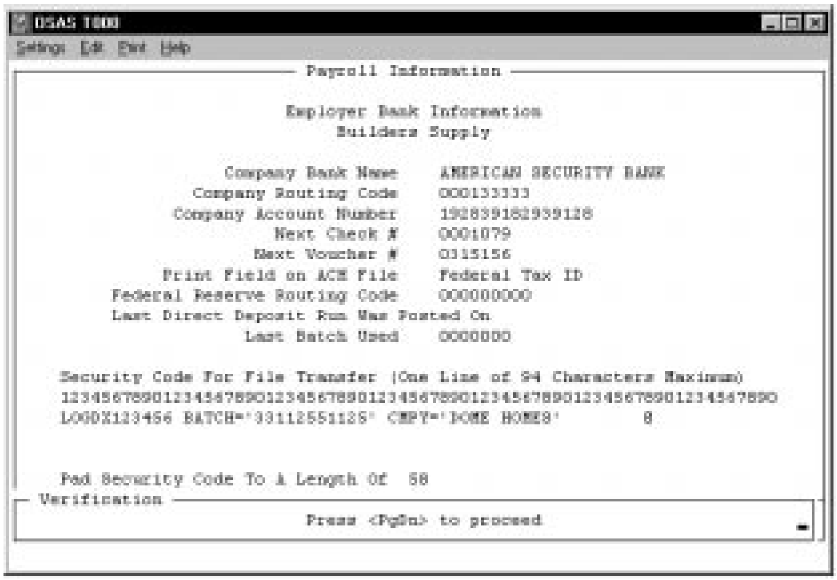
Reports

No report is associated with this function.

Screen Use

Screen	Description
Employer Bank Information	Use the Employer Bank Information option screen to enter the bank information necessary for direct deposit transactions.

Employer Bank Information Screen



```
                        Payroll Information

                    Employer Bank Information
                         Builders Supply

              Company Bank Name     AMERICAN SECURITY BANK
           Company Routing Code     000133333
         Company Account Number     192839182939128
                    Next Check #    0001079
                  Next Voucher #    0315156
          Print Field on ACH File   Federal Tax ID
     Federal Reserve Routing Code   000000000
     Last Direct Deposit Run Was Posted On
                 Last Batch Used    0000000

 Security Code For File Transfer (One Line of 94 Characters Maximum)
 1234567890123456789012345678901234567890123456789012345678901234567890
 LOGDX123456 BATCH='33112551125' CMPY='HOME HOMES'        8


 Pad Security Code To A Length Of  58
 Verification
                     Press <PgDn> to proceed
```

Field Definitions

Field Name	**Description**
Company Bank Name	Enter the name of the bank you will transmit your ACH file to.
Company Routing Code	Enter the routing code for your company's bank.
Company Account Number	Enter your company's bank account number.
Next Check #	Enter the next check sequence number you want to use. This field is updated when checks are printed.
Next Voucher #	Enter the next direct deposit voucher number you want to use. This field is updated when vouchers are printed.

Field Name	**Description**
Print Field on ACH File	Select **F** to include your company's federal tax ID number in the ACH file, **R** to include your company's routing code, or **B** to include the federal reserve bank routing code. Contact your bank if you are unsure which option to use.
Federal Reserve Routing Code	If your bank is a federal reserve bank, enter the federal reserve routing code.
Last Direct Deposit Run was Posted on	The last direct deposit posting date is displayed. This field is updated when you post checks and vouchers.
Last Batch Used	Accept the displayed batch number. If you are transferring several batches posted on different days, enter the number of the first batch you want to transfer to the bank.
Security Code for File Transfer	If your bank expects your ACH file to begin with a security code, enter the code. If your bank does not require a security code, leave this field blank.
Pad Security Code to a Length of	Enter the required length of the security code for your bank. If your code is shorter than required, the system appends the required number of characters to your security code. The maximum length you can enter is 94.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

To save your entries and exit to the File Maintenance menu, use the **Proceed** (**PgDn**) command.

Tables

Features

Use the Tables function on the File Maintenance menu to set up and maintain the Direct Deposit tables. You must set up all the Payroll tables in the Direct Deposit Tables file. If you do not want to set up all the Payroll tables, use your operating system to copy the PATB file to the DDTB file.

Tables store information about the system, data, options, and default settings for other applications.

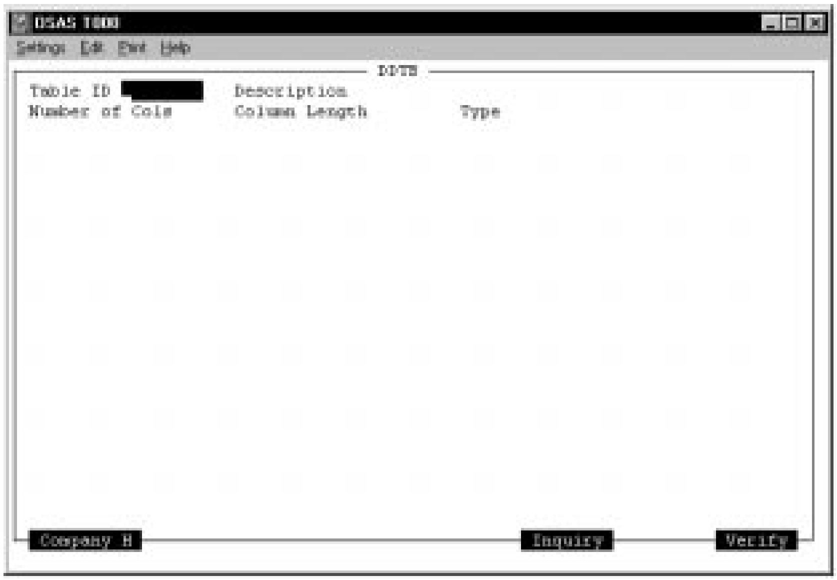
Reports

To produce a list of the information entered for each table, use the Table List function on the Master File Lists menu.

Screen Use

Screen	**Description**
Tables	Use the Tables screen to maintain system tables.

Tables Screen


OSAS 1000
Settings
Edit
Print
Help
DDTB
Table ID
Description
Number of Cols
Column Length
Type
Company H
Inquiry
Verify

Field Definitions

Field Name	**Description**
Table ID	Enter or change the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID.
Copy From	This field appears if you entered a new table ID. To copy a company-specific or a terminal-specific table, enter the table ID plus the company and terminal ID.
Description	Enter or change the description of the table.
Number of Cols	The number of columns in the table is displayed.
Column Length	The length of the columns in the table is displayed.

Field Name	Description
Type	The type of characters you can enter in the table is displayed—alphanumeric (A), numeric (N), or numeric with one to four decimal places. Although you can change the type, you cannot enter any other type of character than the table originally specified.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

To save your entries and exit to the File Maintenance menu, use the **Proceed** (**PgDn**) command.

Master File Lists

6

Employee Direct Deposit Information 6-3

Employee Direct Deposit Information

Features

Use the Employee Direct Deposit Information function on the Master File Lists menu to produce a list of the direct deposit transaction records. You can use the list to verify that you have entered information correctly and to check prenotification status.

In order for the system to create the direct deposit file, the In column must be marked *Y* and the Out column must be marked *N*. You can change the status in the Create Prenotification File function.

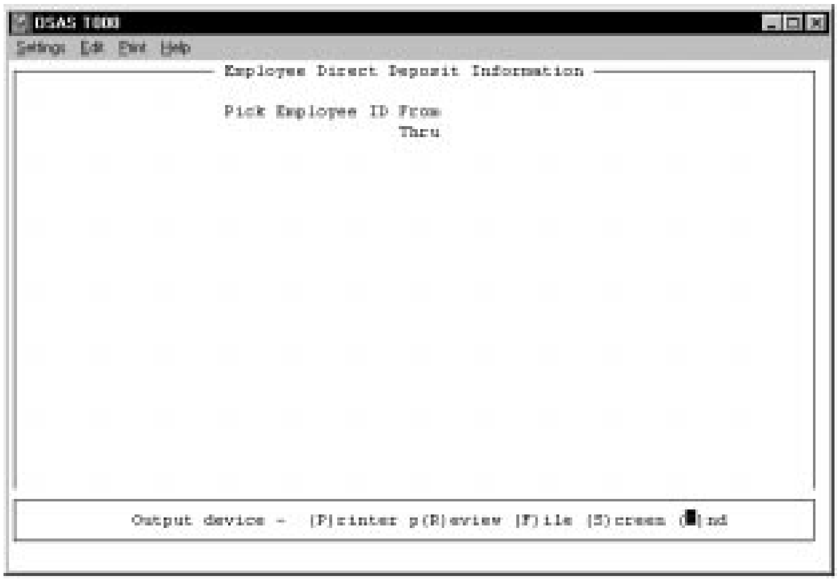
Reports

A sample Employee Direct Deposit Information List is on page 6-6.

Screen Use

Screen	Description
Employee Direct Deposit Information	Use the Employee Direct Deposit Information screen to select the employees whose direct deposit information you want in the list.

Employee Direct Deposit Information Screen



```
Employee Direct Deposit Information

Pick Employee ID From
                 Thru

Output device -  [P]rinter p[R]eview [F]ile [S]creen [E]nd
```

Field Definitions

Field Name	Description
Pick Employee ID	Enter the range of employee IDs you want in the list.

Command Bar Definitions

Command	Description
Printer	Select **P** to send the list to a printer.
File	Select **F** to send the list to a file.
Screen	Select **S** to send the list to the screen.
End	Select **E** to change your selections or exit to the Master File Lists menu.

Saving and Exiting

After the list is produced, the Master File Lists menu appears.

Employee Direct Deposit Information List

```
01/04/1999                      Builders Supply                   Page    1
11:22 AM              Employee Direct Deposit Information

Empl ID   Employee Name
Acct Type Out In    Acct Number        Routing Code       Amt/Pct
--------------------------------------------------------------------------------
BOU001    Bourne, Linda
Checking  N    Y    234989834982934    000133333          150.25
Savings   N    Y    983997577485875    000133333          200.00
Paycheck                                                99999.99
                                                       100350.24

GER001    Gerard, Timothy
Checking  N    Y    543533553453353333 000000013           10.00
Savings   N    Y    534533534535353353 000000013           10.00
Savings   N    Y    543534345353453333 000000013           10.00
Savings   N    Y    534533535353433353 055000165           10.00
Checking  N    Y    535353453535333334 055000165           10.00
Checking  N    Y    543535353533453333 055000165           50.00
                                                          100.00

JON001    Jonchim, Maria
Savings   N    Y    0213561321         055002341          200.00
                                                          200.00

LUK001    Lukas, George
Savings   N    Y    569885623          000000026           75.00
Checking  N    Y    232134641          000000026           25.00
                                                          100.00

STO001    Stockard, Albert
Savings   N    Y    456789574          000000039          500.00
                                                          500.00




*** End of Report ***
```

Conversion A

You can put this version of Direct Deposit on the system in one of two ways: you can install a new system (see chapter 2), or you can convert an older version of Direct Deposit to the current version, keeping your old files intact.

Before you convert files, you must install the new version of Direct Deposit. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

Before you convert an application's files, verify the version number of the application you are converting from. The Data File Conversion function in Resource Manager cannot determine the information from the function.

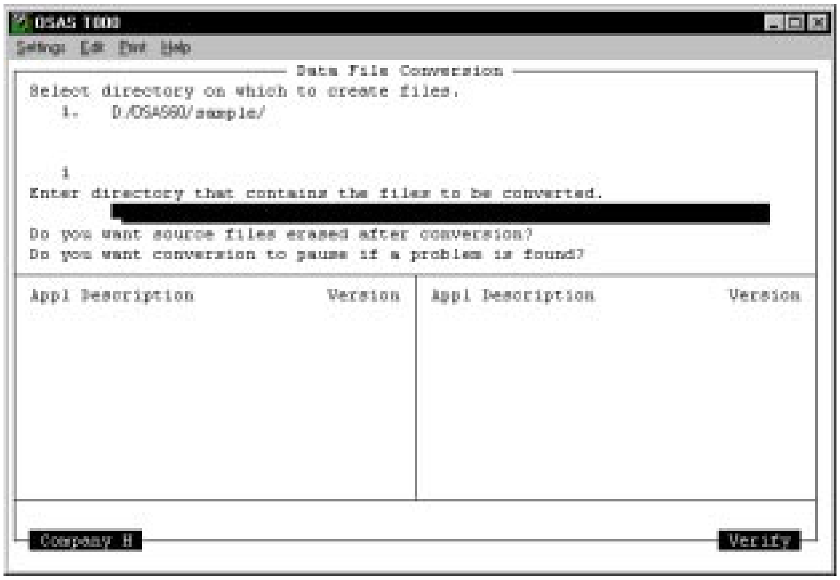
When you are ready to convert files, use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Manual*).

Consider Your Setup

Before you try to convert your version of Direct Deposit to the current version, consider the exact setup of your system. Modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your value-added reseller.

Converting Payroll and Direct Deposit Version 4.5x

When you select **Data File Conversion** from the Company Setup menu in Resource Manager, the function screen appears.



```
Data File Conversion
Select directory on which to create files.
   1.   D:/OSA560/sample/

   1
Enter directory that contains the files to be converted.

Do you want source files erased after conversion?
Do you want conversion to pause if a problem is found?

Appl Description          Version    Appl Description          Version
```

The conversion process is automatic and invisible to you. Simply specify path names of the source and destination files, the application, and a couple of preferences.

1. Select the target directory from the list. (The system assigns a number to each OSAS data path with assigned values.)
2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the destination path.
3. If you want source files to be erased after conversion, enter **Y**; if not or if you are not sure, enter **N**. When you are sure that the conversion has been completed successfully, you can delete your old data files.

4. If you want the conversion process to pause when a problem occurs, enter **Y**; if not, enter **N**. The system considers evidence of data not converting correctly or file corruption a problem. Whether you enter **Y** or **N**, the system creates an error log called CNVTLOG in the DATA subdirectory.

5. Enter **DD** at the bottom of the screen in the APPL column. *PA* appears as the second application. Then enter the version number you are converting from, and press **Enter**.

   When you enter OSAS, the copyrights screen shows the version of Direct Deposit you have.

6. If data files already exist for Direct Deposit in the intended destination path, the following prompt appears: **DD Data files exist. Do you want this task to erase them?** If you want to erase the existing files and convert the files from the version in the source path, enter **Y**. If you enter **N**, you must change your entries so that no conflict exists.

7. If data files already exist for Payroll in the intended destination path, the following prompt appears: **PA Data files exist. Do you want this task to erase them?** If you want to erase the existing files and convert the files from the version in the source path, enter **Y**. If you enter **N**, you must change your entries so that no conflict exists.

8. To convert, use the **Proceed** (**PgDn**) command.

9. The following prompt appears: **Do you wish a printout of error log after each application?** If you want the error log to be produced after the files are converted for each application, enter **Y**; if you want the log to be produced after all the files are converted, enter **N**. If you are converting only Direct Deposit files, your answer to this prompt makes no difference.

   If a prompt appears when a problem occurs, enter **Y** to stop the conversion process or **N** to let the conversion run its course.

10. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu with **Payroll with Direct Deposit** added appears.

Converting Payroll 4.5x and 5.0 Without Direct Deposit

Follow the steps above for conversion except for step 5. When you come to step 5, enter **DD** for the application ID. *PA* appears as the second application, and the following prompt appears: **Some source files missing for DD. Do you want a printout of them?** Enter **No**, and continue with the remaining conversion steps.

If you chose to print an error log, the following error message appears: **DDDIxxx does not exist. It could not be converted.** Since Direct Deposit was not previously installed, ignore this message.

File Descriptions B

DDDIxxx (Direct Deposit)

The DDDIxxx file stores employee information, such as names, account numbers, and bank and routing information.

DDVHxxx (Voucher History)

The DDVHxxx file stores voucher history. This file is cleared when you remove check history in the Periodic Maintenance function.

DDVKxxx (Voucher)

The DDVKxxx file stores voucher information that is used in conjunction with the PACHxxx (Checks) file.

Function Keys C

Function Keys

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**) and **Jump** (**Tab**) commands and the **Enter** key, you can use the Keyboard function on the Workstation Configuration menu in Resource Manager to reassign any function key to any command (see the *Resource Manager User's Manual*).

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the commands window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 (Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.

Key	**Operation**
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered, or exit from OSAS if you are at a menu.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift + F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter + Down Arrow (Enter)	Move the cursor to the next field regardless of whether or not it requires an entry. (You cannot use this command to change display-only fields.)
Up Arrow	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl + V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.

Key	Operation
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.
Ctrl + F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.
Ctrl + O (Show/hide function keys)	If this option is turned on, the applicable function keys are displayed on the screen. If this option is turned off, no keys are displayed.
Alt + 1 (Shell)	Shell to the operating system. To return to OSAS from the operating system, type **Exit**.
Alt + 2 (Refresh)	Refresh the data on the screen. This option is especially useful if you are on a network and need to get data from far away.

Help Commands

When you use the **Help** (**F1**) command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents. To recover a deleted help screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	**Operation**
Right Arrow	Move the cursor to the right.
Left Arrow	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to clear the field.
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.

Inquiry Commands

When you use the **Inquiry** (**F2**) command, several other commands become available for you to use in the inquiry window.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.
Home	Move directly to the first item on file.
Down Arrow	Move down one item.
Up Arrow	Move up one item.
Ins (Look up)	Enter a string of information. If you have an idea of what you are looking for and the ID is longer than one character, you can make a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field before you use the **Inquiry** command. The inquiry list will start with *J* and run through the end of the list.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Search Commands

When the cursor is in an Item ID field, you can use any of the **Inventory Search** commands to search for information about items and select an item for entry in the field you are in.

Key	**Operation**
Shift + F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F4 (Customer/ Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F5 (Detail Lookup)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Shift + F6 (Lot–Item Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F7 (Serial Number–Item Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F8 (Item Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Menu Commands

The following commands are available on menu screens. To assign these commands to different keys on your system, use the Keyboard function on the Workstation Configuration menu in Resource Manager.

Key	Operation
F3 (Change company)	Select a different company to work with. If you used a -c parameter in the command to enter OSAS, you selected the company you want to work with. If you did not enter a -c parameter, the company the last person used at the terminal is displayed.
F4 (Enter access code)	Enter an access code.
F5 (Toggle sample date)	Switch back and forth between your company and sample company H. (You can use the sample data to experiment with functions and learn how the system works without risking live data.)
F6 (Change date)	Access the date field and change the OSAS date. If you do not use this command, the OSAS date and time are taken from the date and time specified by the operating system. (When you are in a field that requires a date, you can press **D** to insert the workstation’s date, + to set the date a day later, or - to set the date a day earlier.)

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.

Key	Operation
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left Arrow	Move left one character.
Right Arrow	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.
Up Arrow/Down Arrow	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	**Operation**
Down Arrow	Move down one line item.
Up Arrow	Move up one line item.
PgUp	Move to the previous screen or to the first line if you are on the first screen.
PgDn	Move to the next screen or to the last line if you are on the last screen.
Home	Move to the first line item in the entire list.
End	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Common Questions D

It looks as if the system has not calculated a direct deposit voucher for one employee. Why not?

The system calculates direct deposit vouchers only for employees whose Prenote Out status is *N* and whose Prenote In status is *Y.* The Prenote Out field shows whether the prenotification file has been sent to the bank for the employee. The Prenote In field shows whether the bank has approved the information. You can check the status by producing the Employee Direct Deposit Information List. You can change this information in the File Maintenance Direct Deposit function. If you make changes through the Direct Deposit function, you must send the prenotification file to the bank for approval.

Can I void a voucher?

No, and you cannot void a check that was created along with the voucher. You must enter a negative manual check (see the *Payroll User's Manual*).

What is the direct deposit file called?

The default name for the direct deposit file is *DDEPOSIT.XXX* (*XXX* is the company ID). You can change the filename when you use the Create Direct Deposit File function. The system appends your company ID to the name you enter. Contact your bank to see whether it requires a special filename.

Can I use Direct Deposit for manual checks?

Yes. See page 3-7 for instructions on using the Manual Checks function.

Can I split an employee's check by percentage and amount?

You must select either the amount or the percentage you want to deposit in the account.

How do I get my direct deposit file to the bank?

Contact your bank to find out whether to transfer the file by modem or on a diskette. If the bank wants you to use a modem, you must use your communication software to transmit the file.

What standard is used to create the prenotification and direct deposit files I send to the bank?

The files are created using NACHA (National Automated Clearing House Association) standards.

Index

A

Abandon function key, 1-27, C-2
Access Codes
    parameter, 1-7
access codes
    entering on menu, C-7
    setting up, 2-6, 2-7
accrual of vacation/sick time option, 2-5
ACH file, 2-10, 3-17, D-1
alias lookup command, C-6
Alt + 1 function key, C-3
Alt + 2 function key, C-3
applications
    base, 1-3

B

backing up
    data files, 2-8
    operating system commands, 2-8
    programs, 2-8
    Resource Manager, 2-8
Backup function, 2-8
Bank Reconciliation
    interface with Direct Deposit, 2-11
base applications
    definition, 1-3
batching, 2-10
bell
    turning on or off, 1-12, 1-28, C-3

C

Calculate Checks
    function, 2-9, 3-3
Change Company menu command, C-7
Change Date menu command, C-7
Check History Register, 2-11
checks
    printing on forms, 2-5
Checks file, B-1
Command help, 1-11, 1-27, C-1
    closing window, 1-11, 1-27, C-1
commands
    data entry screens, C-1
    help, C-3
    in-field editing, 1-29, C-4
    inquiry, C-5
    inventory search, C-6
    menu, C-7
    report, 1-33, C-7
    scroll region, 1-33, C-9
company name on checks option, 2-5
company parameter, 1-7
conventions
    report, 1-35
    user's manual, 1-5
converting
    deleting source files, A-2
    Direct Deposit, A-1–A-4
    effect on modifications, A-1
    erasing existing files, A-3
    error log, A-3
    from version 4.5x, A-2
    pausing for problems, A-3
    prerequisites, A-1
Create Direct Deposit File
    function, 2-10, 3-17
    sample file creation report, 3-20
Create Prenotification File
    function, 1-4, 2-11, 4-3
creating prenotification file, 2-6
Ctrl + F function key, 1-29, C-3

Ctrl + G function key, 1-12, 1-28, C-3
Ctrl + O function key, C-3
Ctrl + V function key, 1-28, C-2
cursor
    moving to beginning of field, C-4
    moving to end of field, C-4
    moving to next field, C-2
    moving to the left, C-4
    moving to the right, C-4
    moving up or back one field, 1-28, C-2
    selecting item, 1-31, C-5
customer support, 1-3
customer/vendor lookup, C-6

D

daily tasks, 2-9
data
    entering, 2-6
Data File Conversion
    screen, A-2
    steps, A-2
date
    inserting workstation, C-7
    setting a day later or earlier, C-7
DDDIxxx file, B-1
DDTBxxx file, 5-11
DDVHxxx file, B-1
DDVKxxx file, B-1
Del in-field editing command, C-4
delete
    character in a field, C-4
    help contents, C-3
    information on a screen, 1-27, C-1
    line item, 1-34, C-9
    to end of line, C-4
detail lookup command, 1-32, C-6
Direct Deposit
    function, 5-3
    installing, 2-3
Direct Deposit file, B-1
    transmitting, D-2
Down Arrow
    inquiry command, 1-31, C-5
    report command, 1-33, C-8
    scroll region command, 1-33, C-9

E

edit line item, 1-34, C-9
Employee Direct Deposit Information
    function, 6-3
    sample list, 6-6
    setting up, 2-6
Employer Bank Information
    setting up, 2-6
employer-paid taxes/deduction option, 2-6
End
    in-field editing command, C-4
    inquiry command, 1-31, C-5
    report command, 1-33, C-8
    scroll region command, 1-34, C-9
Enter
    function key, C-2
    inquiry command, 1-31, C-5
    scroll region command, 1-34, C-9
Enter + Down Arrow function key, C-2
Enter Access Code menu command, C-7
entering data, 2-6
    procedure, 2-6
    tables, 2-7
error log
    conversion, A-3
Esc
    Command help, 1-11, 1-27, C-1
    inquiry command, 1-31, C-5
exit
    from help screen, C-3
    from inquiry window, 1-31, C-5
    from OSAS, C-2
    from report to menu, 1-33, C-8
    from screen or window, 1-11, 1-28, C-2

F

F1 function key, 1-11, 1-16, 1-27, C-1
F10 in-field editing command, C-4
F2 function key, 1-27, C-1
F3
    function key, 1-27, C-1
    help command, C-3
    menu command, C-7
    scroll region command, 1-34, C-9
F4

- function key, 1-11, 1-27, C-1
- menu command, C-7

F5
- function key, 1-27, C-2
- menu command, C-7

F6
- function key, 1-28, C-2
- help command, C-3
- menu command, C-7

F7
- function key, C-2
- help command, C-3
- inquiry command, 1-31, C-5
- report command, 1-33, C-8

F8 function key, 1-28, C-2
F9 in-field editing command, C-4
fields
- editing, C-4
- restoring information, C-4

File Maintenance functions, 1-4
files
- descriptions, B-1
- source, A-2

first or last name first option, 2-5
function keys, C-1
- Alt + 1, C-3
- Alt + 2, C-3
- changing, C-1
- commands, C-1
- Ctrl + F, 1-29, C-3
- Ctrl + G, 1-12, 1-28, C-3
- Ctrl + O, C-3
- Ctrl + V, 1-28, C-2
- data entry screens, C-1
- Enter + Down Arrow, C-2
- Esc, 1-11, 1-27, C-1
- F1, 1-27, C-1
- F2, 1-11, 1-27, C-1
- F3, 1-27, C-1
- F4, 1-27, C-1
- F5, 1-27, C-2
- F6, 1-28, C-2
- F7, 1-11, 1-28, C-2
- F8, 1-28, C-2
- PgDn, 1-28, C-2
- PgUp, 1-12, 1-28, C-2
- Shift + F2, 1-28, C-2
- show/hide, C-3
- Tab, 1-12, 1-28, C-2
- Up Arrow, 1-28, C-2

H

Help commands, C-3
- F3, C-3
- F6, C-3
- F7, C-3

Help function key, 1-27, C-1
Home
- in-field editing command, C-4
- inquiry command, 1-31, C-5
- report command, 1-33, C-8
- scroll region command, 1-34, C-9

I

include vacation/sick hours in accrual calculation option, 2-5
in-field editing commands, C-4
- Del, C-4
- End, C-4
- F10, C-4
- F9, C-4
- Home, C-4
- Ins, C-4
- Left Arrow, C-4
- Right Arrow, C-4

Information function key, 1-28, C-2
Information menu
- accessing, 1-28, C-2

Inquiry
- function key, 1-27, C-1
- partial-key, 1-31, C-5

inquiry commands, C-5
- Down Arrow, 1-31, C-5
- End, 1-31, C-5
- Enter, 1-31, C-5
- Esc, 1-31, C-5
- F5, C-7
- F7, 1-31, C-5
- Home, 1-31, C-5
- Ins, 1-31, C-5
- PgDn, 1-31, C-5

- PgUp, 1-31, C-5
- Up Arrow, 1-31, C-5

Ins
- in-field editing command, C-4
- inquiry command, 1-31, C-5
- scroll region command, 1-34, C-9

Insert line item, 1-34, C-9

Insert On/Off
- in-field editing command, C-4

installation
- conversion, 2-3
- methods, 2-3
- preparing data, 2-6
- steps, 2-3

interfaces
- Direct Deposit, 2-4
- Payroll, 2-4

inventory search commands, 1-32, C-6
- alias lookup, C-6
- customer/vendor lookup, C-6
- detail lookup, C-6
- item description lookup, C-6
- lot-item lookup, C-6
- serial number-item lookup, C-6
- Shift + F3, C-6
- Shift + F4, C-6
- Shift + F5, 1-32, C-6
- Shift + F6, 1-32, C-6
- Shift + F7, 1-32, C-6
- Shift + F8, 1-32, C-6

item description lookup command, 1-32, C-6

J

Jump function key, 1-12, 1-28, C-2

L

laser forms, 2-5

last or first name first option, 2-5

Left Arrow
- moving cursor to the left, C-4
- report command, 1-33, C-8

List
- function key, 1-28, C-2
- to printer or file, 1-28, C-2

Look Up inquiry command, 1-31, C-5

lot-item lookup command, 1-32, C-6

M

Maintenance
- function key, 1-28, C-2
- help command, C-3

manual
- conventions, 1-5
- organization, 1-5

Manual Checks
- function, 2-9, 3-7, D-1

Master File Lists functions, 1-4

menu commands, C-7
- F3, C-7
- F4, C-7
- F6, C-7

Menus
- conventions, 1-7
- Information, 1-28
- Other Command, 1-11, 1-27

menus
- Information, C-2
- Other Commands, C-1

modifications
- and conversion, A-1

O

option
- accrual of vacation/sick time, 2-5
- first or last name first, 2-5
- include vacation/sick hours in accrual calculation, 2-5
- Payroll transaction history, 2-4
- post employer taxes/deductions, 2-6
- post voided checks to Bank Reconciliation, 2-5
- post voided checks to check history, 2-4
- print company name on checks, 2-5
- print company name on vouchers, 2-5
- printing checks, 2-5
- printing voucher stubs, 2-5
- printing vouchers, 2-5
- save check history, 2-4
- time card calculator, 2-5

options and interfaces, 2-4

OSAS
- conventions, 1-6

- running, 1-6
- structure, 1-3

Other Command menu
- accessing, 1-11, 1-27

Other Commands menu
- accessing, C-1

Other function key, 1-27, C-1

output device
- printer, 1-36

P

PACHxxx file, B-1

parameters
- access code, 1-7
- command to start OSAS, 1-6
- company ID, 1-7
- format, 1-7
- general expression, 1-7
- order, 1-7
- terminal ID, 1-7

partial-key inquiry, 1-31, C-5

PATB
- copying to DDTB, 2-7

PATBxxx file, 5-11

Paycheck Received Report function, 2-10

Payday Work functions, 1-4

Payroll
- functions in Direct Deposit, 1-4
- installing with Direct Deposit, 2-3

Payroll Information function, 5-7

Payroll transaction history option, 2-4

Periodic Processing functions, 1-4

periodic tasks, 2-11
- procedures, 2-11

PgDn
- function key, 1-28, C-2
- inquiry command, 1-31, C-5
- report command, 1-33, C-7
- scroll region command, 1-34, C-9

PgUp
- function key, 1-28, C-2
- inquiry command, 1-31, C-5
- report command, 1-33, C-7
- scroll region command, 1-33, C-9

Post Checks
- function, 2-10, 3-21
- sample log, 3-25

post voided checks to Bank Reconciliation option, 2-5

post voided checks to check history option, 2-4

prenotification file
- setting up, 2-6

print company name on vouchers option, 2-5

Print Direct Deposit Vouchers
- function, 2-9, 3-13
- sample, 3-16

printing
- contents of screen, C-2
- screen contents, 1-28

printing checks option, 2-5

printing on laser forms, 2-5

printing voucher stubs option, 2-5

printing vouchers option, 2-5

Proceed function key, 1-28, C-2

programs
- updating, A-1

Q

Quick entry
- turning on or off, 1-29, C-3

R

Refresh function key, C-3

report commands, 1-33, C-7
- Down Arrow, 1-33, C-8
- End, 1-33, C-8
- Exit, 1-33, C-8
- F7, 1-33, C-8
- Home, 1-33, C-8
- PgDn, 1-33, C-7
- PgUp, 1-33, C-7
- Right Arrow, 1-33, C-8
- Tab, 1-33, C-8
- Up Arrow, 1-33, C-8

Reports
- conventions, 1-35
- including all information, 1-35
- limiting information, 1-35
- selecting information for, 1-35

Resource Manager
- backing up, 2-8

- operating systems, 1-3
- Options and Interfaces, 2-4

Right Arrow
- moving cursor to the right, C-4
- report command, 1-33, C-8

S

sample data
- toggle to, C-7

save check history option, 2-4

scroll region commands, 1-33, C-9
- Down Arrow, 1-33, C-9
- End, 1-34, C-9
- Enter, 1-34, C-9
- F3, 1-34, C-9
- Home, 1-34, C-9
- Ins, 1-34, C-9
- PgDn, 1-34, C-9
- PgUp, 1-33, C-9
- Up Arrow, 1-33, C-9

serial number-item lookup, 1-32, C-6

setting up
- access codes, 2-6, 2-7
- Direct Deposit tables, 2-6
- employee direct deposit information, 2-6
- employer bank information, 2-6
- options and interfaces, 2-4
- prenotification file, 2-6
- tables, 2-7

setup steps, 2-6

Shell function key, C-3

Shift + F2 function key, 1-28, C-2

Shift + F3
- inventory search command, C-6

Shift + F4
- inventory search command, C-6

Shift + F5
- inventory search command, C-6

Shift + F5 inventory search command, 1-32

Shift + F6
- inventory search command, C-6

Shift + F6 inventory search command, 1-32

Shift + F7
- inventory search command, C-6

Shift + F7 inventory search command, 1-32

Shift + F8
- inventory search command, C-6

Shift + F8 inventory search command, 1-32

source files
- deleting after conversion, A-2

Start Over function key, 1-12, 1-28, C-2

T

Tab
- function key, 1-28, C-2
- report command, 1-33, C-8

Tables
- company-specific, 2-7
- function, 5-11
- PATB, 2-7
- Payroll, 5-11
- setting up, 2-6, 2-7

terminal
- parameter, 1-7

time card calculator option, 2-5

toggle
- between halves of reports, 1-33, C-8
- to sample data, C-7

transmitting ACH file, 2-10

transmitting direct deposit file, D-2

U

Undo in-field editing command, C-4

Up Arrow
- function key, 1-28, C-2
- inquiry command, 1-31, C-5
- report command, 1-33, C-8
- scroll region command, 1-33, C-9

updating programs, A-1

user’s manual
- conventions, 1-5
- organization, 1-5

V

Verification function key, 1-28, C-2

View inquiry command, 1-31, C-5

Voucher file, B-1

Voucher History file, B-1

voucher stubs

- printing on forms, 2-5

vouchers
- printing, 2-9
- printing on forms, 2-5
- voiding, D-1

W

work flow
- daily tasks, 2-9
- periodic tasks, 2-11

workstation date
- inserting, C-7